Appendix B

Lists and Reports

The following pages describe reports to assist you in managing the Direct Loan process at your school. You may want to develop similar reports to gather data from your custom system.

Batch Activity List

Description

This report monitors the process of creating, transmitting, and importing batches. School's tolerances (or guidelines) are set for the number of days each type of batch should take to complete. When setting these tolerances, keep in mind COD's processing time, school procedures for exports and imports, and other specifics associated with your school's communication software/hardware configuration.

When selecting this report in EDExpress, you must enter a school code. You may also choose to enter a reporting date range, batch type to be included, the option to print only exceptions to the tolerances, and the option to print totals only. If you enter a reporting date range only the batches with a Batched/Print Date within the specified data range print on the report.

Analysis Tips

Analysis of the report results provides assistance with identifying possible bottlenecks or inefficiencies in your current procedures. This report can be utilized as part of a Continuous Improvement evaluation performed at regular reporting intervals.

There are many variables that can affect transmitting batches to COD. If the Batch Activity report shows your process is performing outside of your school's tolerances, you may want to consider:

- Creating procedures for sending and receiving data from the network

- Putting procedures in place to ensure timely transmission of data

- Including steps in your procedures for export and import into your system

- Critical time batch processing

- Processing batches efficiently during periods of high volume. You may want to set the report period to evaluate your batch control during these critical processing periods

- This report could be used to identify batches that are missing acknowledgements because these batches do not have an "Import Date"

Batch Activity List (Continued)

Report Headings and Data Descriptions

Heading	Description
School Code	Six-digit School Code identifier
Batch ID	Identifies the batch created for transmission to the Loan Origination Center
	The first two characters identify the type of records included in the batch:
	#D - Full Subsidized/Unsubsidized Origination PF - Full PLUS Origination #E - Origination Change #H – Disbursement
	The other portions of the Batch ID are year identifier, school code, and batch date
Batched/Print Date	The date the batch was created and printed through the export process within your system
Import Date	The date the batch acknowledgement was imported into your system
Days Elapsed (Batched/Printed to Import)	A calculated field indicating the days elapsed between when the batch was created and when the batch acknowledgement was imported
	An asterisk (*) prints if the current system date is used for the Import date to calculate days elapsed

Batch Activity List (Continued)

Report Headings and Data Descriptions

Heading	Description
Export Filename Import Filename	Location and filename of the exported batch file and the imported batch file
Total	Total number of records in the batch file
Accepted	Number of accepted records in the batch file
Rejected	Number of rejected records in the batch file
Batch Type	The appropriate Batch Type for each summary record is printed. The following are the batch types which are displayed on this report: • Full Subsidized/Unsubsidized Origination • Full PLUS Origination • Origination Change • Disbursement
Average Days Elapsed	The average number of days elapsed between the date the batch was created and the date the batch acknowledgement was imported
Recommended Tolerance	The tolerance established by the school for the number of days to elapse between batch and import

Sample Output Document

Report Date: 03/16/2001   U.S. DEPARTMENT OF EDUCATION   PAGE: 1
Report Time: 20:14:25 2002-2003 Federal Direct Loan Program
                              Batch Activity List
                                 (ALL RECORDS)
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****
Reported Period: 03/01/2002 to 03/20/2002

School Code: G03626
```
                                              Batched/    Import     Days
Batch ID                Total/Accepted/Rejected  Print Date  Date      Elapsed
Export Filename
Import Filename
------------------------------------------------------------------------
#D2G0362620010316162723  300/   295/    5      03/16/2002  03/18/2001   2
  C:\IAM\DATA\DESF03IN.001
  C:\IAM\DATA\DISF03BK.002

#D2G0362620010316162942   10/    10/    0      03/16/2002  03/18/2002   2
  C:\IAM\DATA\DESF03IN.002
  C:\IAM\DATA\DISF03BK.003

   FULL SUBSIDIZED/UNSUBSIDIZED ORIGINATION
   Average Days Elapsed:      2.00
   Recommended Tolerance:        3

#E2G0362620010316193641   10/     0/    0      03/16/2002               4 *
  C:\IAM\DATA\DESC03IN.001

#E2G0362620010316193941   10/     0/    0      03/19/2002               2 *
  C:\IAM\DATA\DESC03IN.002

   ORIGINATION CHANGE
   Average Days Elapsed:      3.00
   Recommended Tolerance:        5

#H2G0362620010316192006   10/    10/    0      03/19/2002  03/20/2002  1
  C:\IAM\DATA\DESD03IN.002
  C:\IAM\DATA\DIOD03BK.003

   DISBURSEMENT
   Average Days Elapsed:      1.00
   Recommended Tolerance:        3

PF2G0362620010316162749  110/   100/   10      03/16/2002  03/20/2002  4
  C:\IAM\DATA\DEPM02IN.001
  C:\IAM\DATA\DIPA02BK.002

   FULL PLUS ORIGINATION
   Average Days Elapsed:      4.00
   Recommended Tolerance:        5
```

                              * Current Date Used

Subsidized/Unsubsidized MPN List

Description

This report contains detailed records of all active subsidized and unsubsidized loan records in the database and provides Master Promissory Note (MPN) Status for each loan record. MPN listings are printed by student's name and Loan ID(s). Totals are provided for each MPN Status.

In addition, this report monitors the process of receiving signed MPNs from students, updating EDExpress with the date signed, then sending the signed notes with a manifest to COD. You determine an acceptable date range and enter this date range as the tolerance or school guideline. The process time is calculated and averaged over the number of records processed for the reporting period then compared to your school's tolerance. It is important to monitor this process carefully since COD acceptance of the MPN is a part of booking the loan.

Analysis Tips

Before running this report, make sure all Master Promissory Notes received and signed dates have been entered and acknowledgement batches have been processed. Also, take note of the following after running the report:

- Number of MPNs rejected.

  Is there a consistent error that can be corrected that is causing your notes to reject?

- Number of MPNs ready to be printed.

  Based on these numbers, is the frequency of your print schedules adequate?

- Total number of MPNs printed and signed. Based on these numbers, you can project the number of notes and staff needed for future years.

If the MPN report shows your process is performing outside of the school's tolerances, consider the following:

- How does the volume of MPNs affect your processing?

- What is the most efficient number of MPNs included on a manifest?

- Do your procedures call for the creation of a manifest based on the number of MPNs ready to be sent or based on the time elapsed since the last manifest?

Subsidized/Unsubsidized MPN List (Continued)

Report Headings and Data Descriptions

Heading	Description
Student's Name	The loans are identified and can be sorted by the student's name
Loan ID	Identifies Student's loan ID The report can be sorted by Loan ID
Batch ID	Identifies the batch created for transmission to the Loan Origination Center
Current SSN	Identifies the student's Social Security Number
MPN Status	Indicates the status of the Master Promissory Note. Valid values are: T = Assumes MPN Exists at COD I = Inactive MPN at COD C = Closed MPN at COD F = Not on File at COD N = Not Ready R = Ready to Print P = Printed S = Signed M = Manifested Q = Rejected A = Accepted
MPN ISIR Flag	Provides the MPN status at the Loan Origination Center at the time the ISIR is created. Valid values are: A = Valid MPN on file at COD I = Inactive MPN at COD C = Closed MPN at COD N = Valid MPN Not on File at COD
Received Date	The date the signed MPN is received for the loan record
Manifest Print Date	The date the MPN was included on a manifest.
Days Elapsed	The number of days which have elapsed between the date the note was received and the date the note was included on the manifest An asterisk (*) prints if the current system date is used for the manifest date to calculate days elapsed.
Accepted Date	The date the MPN is accepted
Totals by MPN Status	Provides total number of loans within your database for each MPN status
Average Days Elapsed	The average number of days elapsed between the date the notes were received and the date the notes were included on a manifest
Recommended Tolerance	The tolerance established by the school for the number of days to elapse between received date and manifest date

```
Sample Output Document


Report Date: 03/21/2002    U.S. DEPARTMENT OF EDUCATION            PAGE:    1
Report Time:   10:56:42 2002-2003 Federal Direct Loan Program
                          Subsidized/Unsubsidized MPN List
                             (ALL RECORDS)              Sort: Loan ID
    THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
  **************************************************************************

Student's Name                  Current SSN
  Loan ID                       MPN  MPN   Received  Manifest   Days  Accepted
    Batched ID                  Stat ISIR  Date      Print Date Elapsed Date
                                     Flag
-----------------------------   ---- ----  --------  ---------  ------ -------
WASHINGTON, BRYAN R.            058-60-6666
  058606666P02G01892001         M    N     02/08/2002 02/09/2002  1 02/15/2002
    #A2G0189220010209153824




Totals By Master Prom Note Status:
    Assumes MPN Exists at COD (T):   0
    Inactive MPN at COD (I)          0
    Closed MPN at COD (C)            0
    Not on File at COD (F):          0
    Not Ready (N):                   0
    Ready to Print (R):              0
    Printed (P):                     0
    Signed (S):                      0
    Manifested (M):                  1
    Rejected (Q):                    0
    Accepted (A):                    0



Average Days Elapsed:       5
Recommended Tolerance:      4


                           * Current Date Used
                           ------------------
```

PLUS Promissory Notes Measurement Tool Report

Description
This report monitors your PLUS Promissory Note process for all active PLUS loan records and provides the promissory note status for each loan record. The PLUS Promissory Note listings are printed by Student's Name, PLUS Borrower's Name and Loan ID. Totals are provided for each PLUS Promissory Note Status.

In addition, this process includes receiving signed promissory notes from PLUS borrowers, updating EDExpress with the date signed, then sending the signed notes with a manifest to the LOC. You determine an acceptable date range and enter this date range as the tolerance or school guideline. The process time is calculated and averaged over the number of records processed for the reporting period then compared to your school's tolerance. It is important to monitor this process carefully since LOC acceptance of the promissory note is a part of booking the loan.

At the time you select this report from EDExpress you have the option to print just the exceptions (those outside the tolerance range) on the report, select a date range for the reporting period, print totals only, plus the standard sort and selection criteria. (Refer to the sample report on page B-11.)

Analysis Tips
Take note of the following:

- Number of Rejected PLUS Promissory Notes.

  Is there a consistent error that can be corrected that is causing your notes to reject?

- Number of PLUS Promissory Notes ready to be printed.

  Based on these numbers, is the frequency of your print schedules adequate?

If the PLUS Promissory Note report shows your process is performing outside of the school's tolerance, consider the following:

- How does the volume of notes affect your processing?

- What is the most efficient number of notes included on a manifest?

- Do your procedures call for creation of a manifest based on the number of notes ready to be sent or based on time elapsed since last manifest?

PLUS Promissory Notes Measurement Tool Report (Continued)

Report Headings and Data Descriptions

Heading	Description
Student's Name	The loans are identified and can be sorted by the student's name
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name
Current SSN	Identifies the student's Social Security Number
Loan ID	Identifies the PLUS promissory note The report can be sorted by Loan ID
Manifest Batch ID	Identifies the manifest batch created for transmission to the Loan Origination Center
Promissory Note Status	The status of the PLUS Promissory Note Valid values are: N = Not ready to print R = Ready to print P = Printed or Request to print sent to LOC S = Signed and received by the school M = Included on a shipping manifest to be mailed to LOC E = Error, previously rejected by the LOC X = Pending at the LOC A = Accepted
Received Date	The date the signed PLUS promissory note is received
Manifest Print Date	The date the manifest was printed for this PLUS promissory note
Days Elapsed	The number of days which have elapsed between the date the note was received and the date the note was included on the manifest An asterisk (*) prints if the current system date is used for the manifest date to calculate days elapsed
Accepted Date	The date the PLUS promissory note is accepted
Totals by Promissory Note Status	The total number of PLUS promissory notes in each PLUS promissory note status
Total Number of PLUS Promissory Notes	The total number of PLUS promissory notes in the loan database
Average Days Elapsed	The average number of days elapsed between the date the notes were received and the date the note was included on a manifest
Recommended Tolerance	The tolerance established by the school for the number of days to elapse between received date and manifest date

```
Sample Output Document


Report Date: 03/21/2002   U.S. DEPARTMENT OF EDUCATION        PAGE:   1
Report Time:   10:56:42 2002-2003 Federal Direct Loan Program
                     PLUS Promissory Notes Measurement Report
                              (ALL RECORDS)
Sort: Loan ID
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************
Student's Name                Current SNN
PLUS Borrower's Name
  Loan ID                     Pnote    Received   Manifest    Days Accepted
   Manifest Batch ID          Stat     Date       Print Date  Elapsed  Date
---------------------------- ------- ---------- ---------- ------- ----
WASHINGTON, BRYAN R.
WASHINGTON, EVERETT           058-60-6666
  058606666P02G01892001       M        02/08/2002 02/09/2002 1   02/15/2002
     #A2G0189220010209153824



Totals By Prom Note Status:
   Not ready (N):      0
   Ready (R):          0
   Printed (P):        0
   Signed (S):         0
   Manifested (M):     1
   Pending (X):        0
   Rejected (E):       0
   Accepted (A):       0

Total PLUS Prom Notes:   1

Average Days Elapsed:    5
Recommended Tolerance:   4


                         * Current Date Used
                         ------------------
```

Status Measurement Tool Report

(Formerly the Booked Status Measurement Tool Report)

Description

This report provides a review of booked and unbooked records in the database within a specified disbursement date range. This information is separated into a booked section and an unbooked section. To be included in this report a loan record and at least one actual disbursement record must exist in the database. This report can be manually compared to the LOC data received in the Direct Loan School Account Statement. Before running this report make sure all booking notification acknowledgements have been imported. (Refer to the sample report on page B-15 and B-16.)

Analysis Tips

This report may be used to:

- Identify and resolve disbursement records with booking problems.

  For example:

  - This report lists disbursement records with all three status flags (origination, promissory note, and disbursement). If one or more of these status flags are not in an "A" status, the school needs to research and resolve those items so the disbursement record can book.

  - This report can be used to compare EDExpress Direct Loan data to LOC data received in the Direct Loan School Account Statement.

  - Analyze the bottlenecks in processing.

    For example, the report indicates a high percentage of records in a B (Batched) status. If a disbursement is in a B (Batched) status, it may mean the school forgot to transmit the batch or import the acknowledgement.

Status Measurement Tool Report (Continued)

Report Headings and Data Descriptions

Heading	Description
Student's Name	The loans are identified and can be sorted by the student's name
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name
	For Subsidized or Unsubsidized loans this is blank
Loan ID	Identifies the loan record
	The report can be sorted by Loan ID
Current SSN	Identifies the student's Social Security Number
Origination Status	The status of the loan origination record
	Valid values are:
	B = Batched or grouped and ready to transmit to the LOC E = Error, previously rejected by the LOC A = Accepted previously by the LOC
	Note: The values of N (Not Ready to Originate) and R (Ready to Originate) are valid status values, but do not appear on this report
MPN/PLUS Promissory Note Status	The status of the Master Promissory Note (MPN) or the PLUS Promissory Note
	Valid values are:
	S = Signed and received by the school M = Included on a shipping manifest to be mailed to LOC E = Error, PLUS promissory note previously rejected by the LOC Q = Error, MPN previously rejected by the LOC X = Pending at the LOC A = Accepted
	Note: The values of N (Not Ready to print), R (Ready to print), and P (Printed or Request to print sent to LOC) are valid promissory notes status values, but those records would not appear on this report

Status Measurement Tool Report (Continued)

Report Headings and Data Descriptions

Heading	Description
Disbursement Status / #	The status of the first through twentieth disbursement records Valid values are: R = Ready to be batched B = Batched and ready to be sent to the LOC E = Error, previously rejected by the LOC A = Accepted previously by the LOC The value of N (Not Ready) is a valid disbursement status value, but those records would not appear on this report
Disbursement Type	Identifies the type of actual disbursement The valid values are: D = Disbursement A = Adjusted gross disbursement Q = Adjusted disbursement date
Net Disbursement Amount	Net disbursement amount corresponding with each actual disbursement or adjustment If Disbursement type = Q then the disbursement amount will be blank
Disbursement Date	The actual disbursement date corresponding with each actual disbursement or adjustment record
Total <Booked or Unbooked> Net Disbursements Actual	The total dollar amount of booked or unbooked net actual disbursements
Total <Booked or Unbooked> Net Adjustments	The total dollar amount of booked or unbooked net disbursement adjustments
<Status Code> Total Number	The total number of disbursements with the listed status code for origination, promissory note, or disbursement
<Status Code> Percentage	The percentage of the total number of records at this status for origination, promissory note, or disbursement
Total records	The grand total of all loan disbursements listed on the report

```
Sample Output Document
Report Date: 03/16/2001   U.S. DEPARTMENT OF EDUCATION                PAGE:    1
Report Time:   20:17:05 2002-2003 Federal Direct Loan Program
                              Status List
                            (ALL RECORDS)                           Sort: SSN
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************
Reported Period:  01/01/2002 to  3/30/2002


Records Not Booked


Student's Name                Current SSN                     Net
PLUS Borrower's Name                       Orig PNote Disb  Disb Disb    Disb
  Loan ID                     Credit Dec Sts  Sts  Sts/# Type Amt     Date
------------------------------ ----------- ---- ----- ----- ---- ------- ----------
RUBEN, JEMELINE I.            058-62-6852
RITTER, EDGAR
   058626852P02G03626001            A      B    M     B   1   G  $2,000  01/10/2002

   058626852S02G03626001                   A    S     E   1   G    $133  01/30/2002
                                           A    S     R   3   G    $134  03/18/2002

   058626852U02G03626001                   B    M     B   1   G    $130  03/21/2002


DUNLAP, AZALEA A.             058-76-4778
CRUZ, DAISY
   058764778P02G03626001            C      A    A     R   1   G  $1,000  01/16/2002

   058764778S02G03626001                   B    M     A   1   G    $233  01/15/2002
                                           B    M     A   1   A    $200  01/18/2002

   058764778U02G03626001                   A    S     B   1   G    $283  01/05/2002
                                           A    S     B   2   G    $283  02/10/2002
                                           A    S     B   2   A    $150  03/01/2002


Total Unbooked Net Disbursements Actual:       $4,196
Total Unbooked Net Adjustments:                $  350

B = Batched Origination Records:            4   40.00%
E = Rejected Origination Records:           0    0.00%
A = Accepted Origination Records:           6   60.00%

S = Signed Promissory Notes:                5   50.00%
M = Prom Notes Sent on Manifest:            4   40.00%
E and Q = Rejected Promissory Notes:        0    0.00%
X = Pending Promissory Notes:               0    0.00%
A = Accepted Promissory Notes:              1   10.00%

R = Ready Disbursement Records:             2   20.00%
B = Batched Disbursement Records:           5   50.00%
E = Rejected Disbursement Records:          1   10.00%
A = Accepted Disbursement Records:          2   20.00%

Total Records:          10
```

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****
Reported Period: 01/01/2002 to 03/30/2002

Booked Records

```
Student's Name              Current SSN                    Net
PLUS Borrower's Name                     Orig PNote Disb  Disb Disb   Disb
  Loan ID                   Credit Dec   Sts  Sts  Sts/# Type Amt    Date
----------------------------  ----------- ---- ----- ----- ---- ------- ----------
RITTER, EDGAR               058-62-6852
RUBEN, JEMELINE I.
   058626852P02G03626001        A          A    A    A    1   G   $2,000 01/10/2002

   058626852S02G03626001                   A    A    A    1   G     $133 01/30/2002
                                           A    A    A    3   G     $134 03/18/2002

   058626852U02G03626001                   A    A    A    1   G     $130 03/21/2002

CRUZ, DAISY                 058-76-4778
DUNLAP, AZALEA A.
   058764778P02G03626001        C          A    A    A    1   G   $1,000 01/16/2002

   058764778S02G03626001                   A    A    A    1   G     $233 01/15/2002
                                           A    A    A    1   A     $200 01/18/2002

   058764778U02G03626001                   A    A    A    1   G     $283 01/05/2002
                                           A    A    A    2   G     $283 02/10/2002
                                           A    A    A    2   A     $150 03/01/2002

Total Booked Disbursements Actual:             $4,196
Total Booked Net Adjustments:                  $  350

B = Batched Origination Records:                0    0.00%
E = Rejected Origination Records:               0    0.00
A = Accepted Origination Records:              10  100.00%

S = Signed Promissory Notes:                    0    0.00%
M = Prom Notes Sent on Manifest:                0    0.00%
E and Q = Rejected Promissory Note              0    0.00%
X = Pending Promissory Notes:                   0    0.00%
A = Accepted Promissory Notes:                 10  100.00%

R = Ready Disbursement Records:                 0    0.00%
B = Batched Disbursement Records:               0    0.00%
E = Rejected Disbursement Records:              0    0.00%
A = Accepted Disbursement Records:             10  100.00%

Total Records:           10
```

Anticipated Disbursements List

Description
This report provides a review of loans with an anticipated loan amount, with corresponding actual disbursements or with no actual disbursements. The report prints the Loan ID, Student's Name, PLUS Borrower's Name, Anticipated Disbursement, and if requested, Actual Disbursement Number(s), Types, and Dates.

Analysis Tips
This report is a valuable tool for viewing a borrower's anticipated disbursements and anticipated disbursement dates versus a borrower's actual disbursement and actual disbursement date. The Total Net Anticipated Disbursement Amount can assist in making Drawdown Requests.

Anticipated Disbursements List (Continued)

Report Headings and Data Descriptions

Heading	Description
Student's Name	The loans are identified and can be sorted by the student's name For a subsidized and unsubsidized loan records this is blank
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name For Subsidized or Unsubsidized loans this is blank
Loan ID	Identifies the loan record The report can be sorted by Loan ID
Origination Batch ID	Identifies the batch created for transmission to the Loan Origination Center
Loan Type	Identifies the loan: P-PLUS, S-Sub, U-Unsub
Disbursement Number	The disbursement number of this loan
Anticipated Date	Date Loan expected to disburse
Gross/Fee	Anticipated Gross and Fee amounts expected to disburse
Net/Rebate	Anticipated Net and Rebate amounts expected to disburse
Actual Date	Actual date loan was disbursed
Gross/Fee	Actual Gross and Fee amounts disbursed
Net/Rebate	Actual Net and Rebate
Adjusted Disbursement Date	The date the loan was adjusted from original amount

```
Sample Output Document


Report Date: 03/16/2000   U.S. DEPARTMENT OF EDUCATION                PAGE:   1
Report Time:   20:05:58 2002-2003 Federal Direct Loan Program
                      Anticipated Disbursements List
                            (ALL RECORDS)                    Sort: Last Name
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
******************************************************************************
Anticipated Disbursements with pending Actual Disbursements and corresponding Actual
Disbursements


Student's Name                                                       Adjusted
PLUS Borrower's Name          Loan   Anticipated       Actual          Disb
  Loan ID                     Type/    Date             Date           Date
    Origination Batch ID      Disb   Gross/Fee        Gross/Fee
                              Num    Net/Rebate       Net/Rebate
-----------------------------  -----  --------------   --------------   -----------
DUNLAP, AZALEA A.
CRUZ, DAISY                     P
  058764778P01G03626001         1    01/15/2002       01/16/2002
    PF1G0362620000316162953          $11,000/  $440   $11,000/  $440
                                     $10,725/  $165   $10,725/  $165

                                2    02/15/2002
                                     $11,000/  $440
                                     $10,725/  $165

                                S
  058764778S01G03626001         1    01/15/2002       01/15/2002
    #D1G0362620000316162723            $233/    $6      $200/    $6
                                       $230/    $3      $197/    $3
                                U
  058764778U01G03626001         1    01/15/2002       01/15/2002       01/20/2002
    #D1G0362620000316162723            $283/    $8      $283/    $8
                                       $279/    $4      $279/    $4

                                2    02/15/2002       02/10/2002
                                       $283/    $8      $150/    $4
                                       $279/    $4      $148/    $2

                                3    02/20/2002
                                       $283/    $8
                                       $279/    $4
RUBEN, JEMELINE I.
RITTER, EDGAR                   P
  058626852P01G03626001         1    01/15/2002       01/10/2002
    PF1G0362620000316162953          $2,000/   $80    $1,500/   $60
                                     $1,950/   $30    $1,463/   $23
                                P
  058626852P01G03626002         1    01/15/2002       01/10/2002
    PF1G0362620000316162953          $2,000/   $80    $1,500/   $60
                                     $1,950/   $30    $1,463/   $23

                                2    02/15/2002
                                     $2,000/   $80
                                     $1,950/   $30

                                3    03/15/2002
                                     $2,000/   $80
                                     $1,950/   $30
```

```
Report Date: 03/16/2001   U.S. DEPARTMENT OF EDUCATION              PAGE:  2
Report Time:   20:05:58 2002-2003 Federal Direct Loan Program
                       Anticipated Disbursements List
                          (ALL RECORDS)              Sort: Last Name
   THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
   ***************************************************************************
Anticipated Disbursements with pending Actual Disbursements and corresponding
Actual Disbursements

Student's Name                                                    Adjusted
PLUS Borrower's Name          Loan   Anticipated   Actual           Disb
  Loan ID                     Type/    Date         Date            Date
     Origination Batch ID     Disb   Gross/Fee    Gross/Fee
                              Num    Net/Rebate   Net/Rebate
----------------------------- -----  ------------- -------------- -----------


                                     ANTICIPATED     ACTUAL
PLUS Loans:
  Total Gross Amount:                $30,000.00   $14,000.00
  Total Net Amount:                  $29,250.00   $13,651.00
  Total Fee Amount:                     $320.00      $560.00
  Total Rebate Amount:                  $120.00      $211.00

Subsidized Loans:
  Total Gross Amount:                   $233.00      $200.00
  Total Net Amount:                     $230.00      $197.00
  Total Fee Amount:                       $6.00        $6.00
  Total Rebate Amount:                    $3.00        $3.00

Unsubsidized Loans:
  Total Gross Amount:                   $849.00      $433.00
  Total Net Amount:                     $837.00      $427.00
  Total Fee Amount:                      $24.00       $12.00
  Total Rebate Amount:                   $12.00        $6.00

Grand Total:
  Total Gross Amount:                $31,082.00   $14,633.00
  Total Net Amount:                  $30,317.00   $14,275.00
  Total Fee Amount:                     $350.00      $578.00
  Total Rebate Amount:                  $135.00      $220.00


* Actual Disbursement has been adjusted to zero.
```

Actual Disbursements List

Description
This report provides information about actual disbursements. The report prints the Student's Name, PLUS Borrower's Name, Disbursement Batch ID and Batch Number, Current SSN, Disbursement Date, Number, and Action Type, and Net Disbursement Amount. It also displays the Disbursement Status and the Booked Status. The summary totals provide the total net dollar amount for booked disbursements and unbooked disbursements and the total net disbursement amount for each loan type: PLUS, Subsidized, and Unsubsidized.

Analysis Tips
The use of this report assists in monitoring the disbursement and booking activity of loans.

Actual Disbursements List (Continued)

Report Headings and Data Descriptions

Heading	Description
Student's Name	The loans are identified and can be sorted by the student's name
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name
	For Subsidized or Unsubsidized loans this is blank
Loan ID	Identifies the loan record. The report can be sorted by Loan ID
Disbursement Batch ID	Identifies the batch created for transmission to the Loan Origination Center
Current SSN	Identifies the student's Social Security Number
Disbursement Number	The disbursement number of this loan
Disbursement Type	Identifies the type of actual disbursement
	The valid values are:
	D = Gross/Net disbursement A = Adjusted gross disbursement Q = Adjusted disbursement date
Disbursement Date	The actual disbursement date corresponding with each actual disbursement record
Gross	Disbursement gross amount corresponding with each actual disbursement
Fee/Rebate	Dollar fee amount withheld from disbursement
	Dollar interest rebate amount added to disbursement
	This dollar amount displays as a positive number
	However, in the net disbursement calculation this amount is treated as a negative
Net Disbursement Total For Loan	Calculated sum of disbursement amounts for each loan
Net Disbursement Total for Student	Calculated sum of Net Disbursement total for this student
Net/Net Adjusted Amount	Disbursement net amount corresponding with each actual disbursement and the amount of disbursement adjusted
Disbursement Status	The status of the first through twentieth disbursement records
	Valid values are:
	R = Ready to be batched B = Batched and ready to be sent to COD E = Error, previously rejected by COD A = Accepted previously by COD
	The value of N (Not Ready) is a valid disbursement status value, but those records would not appear on this report
Booked Status	Status of the disbursement or adjustment, Booked or Unbooked

Sample Output Document

```
Report Date: 03/16/2001    U.S. DEPARTMENT OF EDUCATION              PAGE:  1
Report Time:   20:08:49 2002-2003 Federal Direct Loan Program
                        Actual Disbursements List
                           (ALL RECORDS)                        Sort: SSN
      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****************************************************************************
```

```
Student's Name               Current SSN
PLUS Borrower's Name
  Loan ID                                 Amount        Disb      Booked
    Disbursement Batch ID       Disb#/Type   Gross       Status    Status
                                Disb Date    Fee/Rebate
                                             Net/Net Adj
------------------------------  -----------  ------------------  -------  --------
RUBEN, JEMELINE I.     058-62-6852
RITTER, EDGAR
  058626852P01G03626001                                                   Booked
    #H1G0362620000316192705    1        D   $     2,000           A
                               01/10/2002 $        80/$    40
                                          $     1,960

    #H1G0362620000316192705    1        A   $     1,500           B
                               03/15/2002 $        60/$    30
                                          $     1,470/$  -490
  Net Disbursement Total for Loan:         $     1,470

  058626852S01G03626001                                                   Unbooked
    #H1G0362620000316192705    1        D   $       133           A
                               01/30/2002 $         3/$     2
                                          $       132

    #H1G0362620000316192705    3        D   $       134           B
                               03/18/2002 $         4/$     2
                                          $       132

    #H1G0362620000316192705    3        A   $       100           B
                               03/20/2002 $         3/$     2
                                          $        97/$   -33
  Net Disbursement Total for Loan:         $       231

  058626852U01G03626001                                                   Unbooked
    #H1G0362620000316192705    1        D   $       130           B
                               03/21/2002 $         3/$     2
                                          $       129
  Net Disbursement Total for Loan:         $       129

Net Disbursement Total for Student:        $     1,830


DUNLAP, AZALEA A.       058-76-4778
CRUZ, DAISY
  058764778P01G03626001                                                   Unbooked
                               1        D   $     1,000           R
                               01/16/2002 $        40/$    20
                                          $       980
  Net Disbursement Total for Loan:         $       980

Net Disbursement Total for Student:        $       980
```

      THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****

```
Student's Name               Current SSN
PLUS Borrower's Name
  Loan ID                                  Amount        Disb      Booked
    Disbursement Batch ID      Disb#/Type  Gross         Status    Status
                               Disb Date   Fee
                                           Net/Net Adj
---------------------------   ----------  ------------------  -------   --------


Total Net Booked PLUS:                     $ 1,920
Total Net Booked Subsidized:               $ 130
Total Net Booked Unsubsidized:             $ 0

Total Net Unbooked PLUS:                   $ 2,400
Total Net Unbooked Subsidized:             $ 227
Total Net Unbooked Unsubsidized:           $ 127

Total Net Disbursements PLUS:              $ 2,400
Total Net Disbursements Subsidized:        $ 227
Total Net Disbursements Unsubsidized:      $ 127
```

Loans List

Description

This report provides a listing of the details of each loan record on your database including Loan ID, Student's Name, PLUS Borrower's Name, Loan Origination Batch ID, Current SSN, Loan Type, Grade Level, Loan Amount Approved, Loan/Credit Status, and Loan Origination Date. Sort options are available to print by SSN, Loan ID, or Last Name. You can print subtotals and totals or you have the option to print only totals. Also if you select the option to check annual subsidized/unsubsidized loan limits, any subsidized or unsubsidized loan in this category is asterisked with "May Exceed Annual Loan Limits."

Analysis Tips

This report can be utilized to review the status of all loans for a given student and can be useful in determining a student's annual loan limit. The totals on this report allow you to compare the number of loans originated at your school to the number of actual unduplicated loan borrowers.

Loans List (Continued)

Report Headings and Data Descriptions

Heading	Description
Student's Name	The loans are identified and can be sorted by student's name
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name For Subsidized or Unsubsidized loans this is blank.
Loan ID	Identifies the loan records The report can be sorted by Loan ID
Origination Batch ID	Identifies the batch created for transmission to the Loan Origination Center
Current SSN	Identifies the student's Social Security Number
Loan Type	Identifies the loan: P-PLUS, S-Sub, U-Unsub
Grade Level	Identifies student grade level
Loan Amount Approved	The loan amount approved by school for the current record
Loan/Credit Status	The status of the loan origination record and Valid values are: B = Batched or grouped and ready to transmit to COD E = Error, previously rejected by COD N = Not Ready to Originate R = Ready to Originate A = Accepted previously by COD For PLUS loans, the credit decision status Valid values are: A = Credit Approved N = Credit Denied, need endorser C = Credit Overridden, new credit information provided E = Credit Overridden, endorser OK D = Credit Denied, endorser not OK F = Credit Denied, credit decision received from COD X = Credit Pending
Origination Date	Date the loan was originated on EDExpress

```
Sample Output Document


Report Date: 03/16/2001     U.S. DEPARTMENT OF EDUCATION         PAGE:   1
Report Time:   20:09:17 2002-2003 Federal Direct Loan Program
                              Loans List
                           (ALL RECORDS)                    Sort: SSN
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
************************************************************************


Student's Name           Current SSN
PLUS Borrower's Name        Loan    Grd    Loan Amount    Loan/Cred     Orig
  Loan ID                   Type    Lvl    Approved       Status        Date
    Origination Batch ID
----------------------------  -----------  ------------------ ---------  ----------
ROBLES, ROXANDA A.        058-58-4752
GARCIA, HUMBERTO
   058584752P01G03626001      P      2     $ 3,450            R      03/16/2002

   058584752P01G03626002      P      3     $ 1,000            R      03/16/2002

   058584752S01G03626001      S      2     $ 1,200            R      03/16/2002

   058584752S01G03626002      S      3     $ 1,500            R      03/16/2002

   058584752U01G03626001      U      2     $ 1,500            R      03/16/2002

   SUBTOTAL                                $ 7,650

RUBEN, JEMELINE I.        058-62-6852
RITTER, EDGAR
   058626852P01G03626001      P      4     $ 6,000            B    A 03/16/2002
     PF1G0362620000316162953
   058626852S01G03626001      S      4     $ 400              B      03/16/2002
     #D1G0362620000316162942
   058626852U01G03626001      U      4     $ 390              B      03/16/2002
     #D1G0362620000316162942
   SUBTOTAL                                $ 6,790

DUNLAP, AZALEA A.         058-76-4778
CRUZ, DAISY
   058764778P01G03626001      P      3     $ 3,000            B    F 03/16/2002
     PF1G0362620000316162749
   058764778S01G03626001      S      3     $ 700              B      03/16/2002
     #D1G0362620000316162723
   058764778S01G03626002      S      3     $ 1,000            R      03/16/2002

   058764778U01G03626001      U      3     $ 850              B      03/16/2002
     #D1G0362620000316162723
   SUBTOTAL                                $ 5,550

TODOROW, CYNTHIA          059-56-1013

   059561013P01G03626001      P      5     $ 0                N

   059561013S01G03626001      S      5     $ 0                N

   059561013U01G03626001      U      5     $ 0                N

   SUBTOTAL                                $ 0
```

```
Report Date: 03/16/2001      U.S. DEPARTMENT OF EDUCATION           PAGE:  2
Report Time:   20:09:17 2001-2002 Federal Direct Loan Program
                              Loans List
                           (ALL RECORDS)                 Sort: SSN
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
*************************************************************************
Student's Name                  Current SSN
PLUS Borrower's Name            Loan   Grd    Loan Amount    Loan/Cred  Orig
  Loan ID                       Type   Lvl    Approved       Status     Date
    Origination Batch ID
------------------------------  -----------  -------------------- --------- --------
OLIVARES, ROCIO                 060-76-2634

  060762634P01G03626001         P       5    $ 0                    N

  060762634S01G03626001         S       5    $ 0                    N

  060762634U01G03626001         U       5    $ 0                    N

  SUBTOTAL                                   $ 0

KINSEY, REBA H.                 061-70-1713

  061701713P01G03626001         P       3    $ 0                    N

  061701713S01G03626001         S       3    $ 0                    N

  061701713U01G03626001         U       3    $ 0                    N

  SUBTOTAL                                   $ 0        $ 0


Totals:
  PLUS Loans/Borrowers:                            7         6
  Subsidized Loans/Borrowers:                      8         6
  Unsubsidized Loans/Borrowers:                    6         6
  Total Loans/Borrowers:                          21        12

  PLUS Amount Approved.:                     $ 12,450
  Subsidized Amount Approved.:               $ 2,300
  Unsubsidized Amount Approved.:             $ 2,740
  Total Amount Approved.:                    $ 17,490



                    * May exceed Annual Loan Limits
                    -----------------------------
```

School/COD Loan Totals List

Description

This report compares the total net disbursement amount at your school to the total net disbursement amount at COD.

Analysis Tips

Analysis of this report identifies discrepancies between actual disbursement records on file at your school versus actual disbursement records accepted at COD and may assist in the reconciliation process. This analysis identifies actual disbursement records that are on record at your school and may require further research to determine why these records are not yet accepted at COD.

School/COD Loan Totals List (Continued)

Report Headings and Data Descriptions

Heading	Description
Student's Name	The loans are identified and can be sorted by student's name
PLUS Borrower's Name	The PLUS loans are identified by the PLUS borrower's name For Subsidized or Unsubsidized loans this is blank
Loan ID	Identifies the loan records The report can be sorted by Loan ID
Origination Batch ID	Identifies the batch created for transmission to the Loan Origination Center
Loan Type	Identifies the loan: P-PLUS, S-Sub, U-Unsub
School Total Net Disbursed	Amount of net disbursement per loan at school
Total Net COD Amount	Amount of net disbursement per loan at Loan Origination Center
School-COD Difference	Difference between school's net amount and COD's net amount

Sample Output Document

Report Date: 03/16/2001   U.S. DEPARTMENT OF EDUCATION   PAGE: 1
Report Time: 20:08:18 2002-2003 Federal Direct Loan Program
                            School/COD Loan Totals List
                            (ALL RECORDS)   Sort: Last Name
    THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
****

```
Student's Name
PLUS Borrower's Name              Loan      School Total      Total Net  School-COD
    Loan ID                       Type      Net Disbursed     COD Amount Difference
      Origination Batch ID
--------------------------        ----      -------------     ---------- ----------
DUNLAP, AZALEA A.
CRUZ, DAISY
    058764778P02G03626001         P            $960              $960         $0
      PF2G0362620010316162749

    058764778S02G03626001         S            $194              $194         $0
      #D2G0362620010316162723

    058764778U02G03626001         U            $421              $0         $421
      #D2G0362620010316162723


RUBEN, JEMELINE I.
RITTER, EDGAR
    058626852P02G03626001         P          $1,440              $720       $720
      PF2G0362620010316162953

    058626852S02G03626001         S            $227              $0         $227
      #D2G0362620010316162942

    058626852U02G03626001         U            $127              $127         $0
      #D2G0362620010316162942


Total PLUS:                                  $2,400            $1,680       $720
Total Subsidized:                              $421              $194       $227
Total Unsubsidized:                            $548              $127       $421

Grand Total:                                 $3,369            $2,001      $1368
```

Disbursement Profile Setup

Description

This report provides a snapshot of your disbursement profiles entered in EDExpress. Listed are the Loan Period start and end dates, academic year start and end dates, anticipated disbursement dates, and a flag to indicate if the profile is active.

Analysis Tips

This report is a valuable tool for reviewing the disbursement profiles as set up by your school. This report can assist you in developing the profiles for a new program year and for entry into a new version of the software.

Disbursement Profile Setup (Continued)

Report Headings and Data Descriptions

Heading	Description
Loan Period Code	The identifying loan period code, as set up by the school
Loan Period Title	The identifying loan period name, as set up by the school
DL School Code	The assigned six-digit Direct Loan school identifier
Inactive	Indicates whether the profile is available for use (yes) or marked inactive (no)
Loan Period Start Date	The calendar day beginning of the loan period
Loan Period End Date	The calendar day ending of the loan period
Academic Year Start Date	Date the academic year begins, as determined by the school
Academic Year End Date	Date the academic year ends, as determined by the school
Disb. #	Disbursement number listed
Disb. Date	Date corresponding with disbursement number

Sample Output Document

```
Report Date: 10/05/2000    U.S. DEPARTMENT OF EDUCATION                PAGE:  1
Report Time: 10:16:54  2002-2003 Federal Direct Loan Program
                        Disbursement Profile - Setup List
                              (ALL RECORDS)
***********************************************************************************

Loan Period Code:       A1
Loan Period Title:      FRESHMAN FIRST TIME BORROWER
DL School Code:         G01224
Inactive:               Yes

Loan Period  Loan Period   Academic Year   Academic Year    Disb.
Start Date:  End Date:     Start Date:     End Date:          #:      Disb. Date.
-----------  -----------   -------------   -------------    -----    -----------
01/01/2002   08/01/2002    08/01/2002      08/01/2003         1      01/01/2002


Loan Period Code:       A2
Loan Period Title:      SCHOOL 2
DL School Code:         G03051
Inactive:               No

Loan Period  Loan Period   Academic Year   Academic Year    Disb.
Start Date:  End Date:     Start Date:     End Date:          #:      Disb. Date.
-----------  -----------   -------------   -------------    -----    -----------
01/01/2002   08/01/2002    08/01/2002      08/01/2003         1      01/01/2002
                                                              2      01/10/2002
                                                              3      01/20/2002
                                                              4      01/30/2002



Loan Period Code:       A3
Loan Period Title:      SCHOOL 3
DL School Code:         G03040
Inactive:               No

Loan Period  Loan Period   Academic Year   Academic Year    Disb.
Start Date:  End Date:     Start Date:     End Date:          #:      Disb. Date.
-----------  -----------   -------------   -------------    -----    -----------
01/01/2002   08/01/2002    08/01/2002      08/01/2003         1      01/01/2002
                                                              2      01/10/2002
                                                              3      01/20/2002
                                                              4      01/30/2002
```